

Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller ✓

DATE: 8 November 1954

FROM : Assistant Comptroller

SUBJECT: Briefing Session on Machine Records Processes, and Utilization of Reports

1. On 1 November a two-hour briefing session on the above subject was attended by 50 employees of the Budget, Finance, and Fiscal Divisions, and Budget and Finance Officers of the Foreign Divisions and Staffs. The briefing consisted of presentations by:

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Mr. [REDACTED] -- Introduction and background information on the application of Machine Records processes to accounting and management problems. -- 15 minutes

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Mr. [REDACTED] -- Presentation of Machine Records processes, including the use of charts and slides. -- 1 hour

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Mr. [REDACTED] -- Presentation on the utilization of the Machine Records product - reports. -- 45 minutes

2. All of the presentations were well received by those attending. A questionnaire was filled in by each person attending and there follows a resume of the information received on these questionnaires:

- a. All employees except two indicated that they thought the information presented at this briefing session would be helpful to them in their work. The response to the question "Do you think that similar briefings on other subjects are needed" was "yes" in all cases.
- b. 35 persons suggested topics for discussion at future briefing sessions. A breakdown of these suggestions follows:

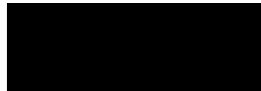
17 persons suggested that the "Budget Functions" be made the subject for a briefing session. Several persons stressed that emphasis be placed upon the relationship of the budget and accounting functions.

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9 persons suggested that the "Accounting Function"
be made the subject for a briefing session.

5 persons suggested that briefings be held to explain
the functions of each major component of the Comptroller's
Office, i.e., Finance, Fiscal, Budget, TAS, etc.

4 persons suggested that additional briefings be held
on some specialized application of Machine Records or
procedural processes pertaining thereto.



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